

**Meeting Minutes  
Lincoln Trail DEIC/PIPC  
December 6, 2005  
Elizabethtown, Ky.**

**Members Present:** Kelley Basham, Sherry Brinegar, Beth Carter, Debbie Curry, Betsy Harms, Nannette Johnston, Carol Karn, Karen Keene, Renee Lackey, Cindy Lemons, Judith Leshner, Nancy Mitcham, Camille Turner, Lavinia Waits

**Staff Present:** Anne Bolly, Sandra Duverge

**Members Absent:** Pam Haire, Alison Hardaway, Patricia Harding, Sandy Mardis, Pam Shearer, Gay Skaggs, Carol Thomas, Brenda Tyler, Roberta Hounshell, Kathy Fields, Katrina Johnson

Topic	Discussion	Action
First Steps Networking Issues:		
1.First Steps Provider Information Forms (Bio. Forms)	1. The format of these forms needs to be consistent so that the presentation of providers to families is not biased.	1. The POE will contact providers and have them send in their bio. using a district specific, black and white format.
2.POE Call In Line	2. The POE needs a consistent way to keep up with provider openings in their caseload so that they can streamline the 45 day timeline. They would like all providers to call the POE weekly to update their status for receiving new referrals.	2. The POE will contact providers and request that they phone them weekly about their caseloads.
3. How to decide frequency of services	3. Some providers are having difficulty reaching a consensus about the frequency of services. They are reluctant to reduce units as the child progresses and the family becomes able to perform strategies and activities independently. Two factors should be considered when deciding the frequency of a service: How often will the	3. Anne Bolly will send an email reminder to providers about the factors to use in determining frequency of services.

	child's development, related to the outcome, <i>change</i> ? How comfortable is the family with implementing intervention strategies/activities in their routines?	
First Steps Point of Entry Report	Carol Karn supplied a written summary. Total referrals to date are 172. A listing of referrals by age and county were distributed to meeting participants as part of the written summary. Provider shortages: OT in Washington/Marion and Nelson; ST in Nelson; DI in Nelson, Marion, Washington, and Grayson, and PT in Grayson.	
Treasurer's Report	Judy Leshner reported. The parent who attended the ICC meeting last spring has still not been paid. The only funds that have been used so far this fiscal year were for parent stipends.	Judy will check with Peg Mitchell, who administers the grant at U. of L. WCEC.
Renting Local Storage for AT from EnTech	Cindy Lemons reported that storage space rental fees range from \$35.00 to \$135.00 per month depending upon the amount of space desired. Joy from EnTech has volunteered to take care of the AT items which are stored locally. There are continuing questions about liability, and therapists need to be queried about what equipment they are most likely to use.	Sandra Duverge will talk to Joy at EnTech to make sure she would be willing to come and manage the equipment and about liability. Cindy Lemons will email therapists to determine what equipment they would like to see stored locally. Cindy will also contact Communicare to see if they have AT to lend at Kids Care.
Transition	1. Preschool representatives need a copy of the transition plan as documentation for the Ky. Continuous Monitoring Process. The	1. Nannette Johnston will work with Carol Karn to get clean copies of Page H. Nannette will have the Hardin Co.

	<p>DEIC will have the IFSP Transition Page H place on NCR paper (triplicate). The original will be kept by the PSC and the other pages will be given to the preschool representative and parent. The blank forms will be kept at the POE and distributed to the PSCs as needed. The Lincoln Trail Interagency Transition Agreement will be amended to include this new step in the transition process.</p> <p>2. The Lincoln Trail transition video for parents needs to be put on DVD.</p> <p>3. PSCs are not using the Parent Contact Form as instructed in the interagency transition agreement.</p>	<p>School's print shop make 1000 copies.</p> <p>The DEIC will purchase 50 blank DVDs and Beth Carter will make copies at no cost. Each PSC will be given 3 copies and each school district will be given 1 copy.</p> <p>3. Cindy Lemons will email the PSCs to remind them, and Anne Bolly will discuss this at the PSC Quarterly Meeting.</p>
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